

ATTACHMENT 8—INVOICE EXAMPLE

To ensure prompt payment, please reference the instructions on the following page.

12 ☐ Supplemental

13 ☐ Final Invoice

From:

To:

Alliance Grant Agreement No. _____

Alliance Grant Award: _____

Index/PCA Number _____

1 Invoice No.: _____

2 Billing Period: _____

3 Date: _____

4 Line Items	5 Grant Allotment—Master	6 Previous Expenditures to Date	7 Current Expenditures	8 Total Expenditures to Date 6 + 7 = 8	9 % of Line Item Spent to Date 8 ÷ 5 = %	10 Remaining Grant Funds Per Line Item 5 – 8 = 10
Personnel Services		\$0.00				
Operating Expenses		\$0.00				
Travel		\$0.00				
Contracts		\$0.00				
DIRECT COSTS	\$0.00	\$0.00				
OVERHEAD COSTS	\$0.00					
TOTAL COSTS	\$0.00	\$0.00	\$0.00			

FOR ANALYST'S USE ONLY

Date Received From GM _____

Date to Accounting _____

11 **Total Amount
Requested This Invoice**

10% Withheld (Retention)

The Grantor will pay in full until ninety (90) percent of the grant award amount has been disbursed to the Grantee. These withheld funds are eligible for release by the Alliance Grant only after the Grant Manager receives and accepts the final report.

Grantee Principal Investigator or Designated Representative

Date

By signing this invoice I certify, under penalty of law, that this document and any attachment was prepared by me or under my direction in accordance with the terms and conditions of each Grant Agreement Exhibit and, to the best of my knowledge and belief, is accurate and complete. I am aware that there are significant penalties for submitting false or misleading information.

Grant Manager

Date

I certify this invoice, to the best of my knowledge and belief, is accurate and complete and I approve this invoice for payment.

INSTRUCTIONS FOR INVOICE

1. **Grant Invoice Number**—Assign a sequential invoice number, for example: 11–01, 11–02, 11–03, 11–04
2. **Billing Period**—Enter the Billing Period for work performed, such as March 31, 2011; June 30, 2011; September 30, 2011; or December 31, 2011.
3. **Date**—Enter the Date the invoice was prepared.
4. **Line Items**—As presented in your proposal.
5. **Grant Allotment**—Amount of dollars available by line item.
6. **Previous Expenditures to Date**—Updated each billing cycle by the Alliance Grant Analyst based on prior approved invoices.
7. **Current Expenditures**—Enter the current expenditures for this billing period.
8. **Total Expenditures to Date**—Automatically calculates current and previous expenditures.
9. **Percent of Line-Item Budget Spent to Date**—Automatically calculates the percentage of funds spent for each line item.
10. **Remaining Grant Funds Per Line Item**—Automatically calculates remaining funds for each line item.
11. **Total Amount Requested This Invoice**—Automatically totals all current expenditures from each line item.
12. **Supplemental Invoice**—Check this box when submitting an invoice for a prior billing period.
13. **Final Invoice**—Check this box when submitting the final invoice.